

## I Want to File a:

- *Report of Independent Contractor(s)* (DE 542)
- *Report of New Employee(s)* (DE 34)

### Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to file a *Report of Independent Contractor(s)* (DE 542) and a *Report of New Employee(s)* (DE 34).

The screenshot shows the 'e-Services for Business' website. The top navigation bar includes links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The user is logged in as 'John Q Public'. The 'Accounts' tab is selected, and the 'Accounts' section is displayed. A red box highlights the 'Employment Tax' link in the table, with a red arrow pointing to it. The table shows two rows of 'Employment Tax' accounts, both with a balance of \$100.00.

Account	Balance
Employment Tax XXX-XXXX-X BUSINESS 1	\$100.00
Employment Tax XXX-XXXX-X BUSINESS 2	\$100.00

## Slide notes

We will begin at the e-Services for Business home page. Select the "Employment Tax" link.

e-Services for Business

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Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Welcome, John Q Public Settings Log Out

Main > Account: XXX-XXXX-X

Account Last Updated: 02-Mar-2018 11:32:21

**Account**

JOHN Q PUBLIC  
XXXX-XXXXXX

Employment Tax  
XXX-XXXX-X

Balance : \$100.00

**Account Alerts**

Pay outstanding balance: \$100.00

**I Want To** [Show All](#)

- Make a Payment
- File or Adjust a Return or Wage Report
- View My Payments
- Update Account Information
- Close Account
- Get My UI Rate

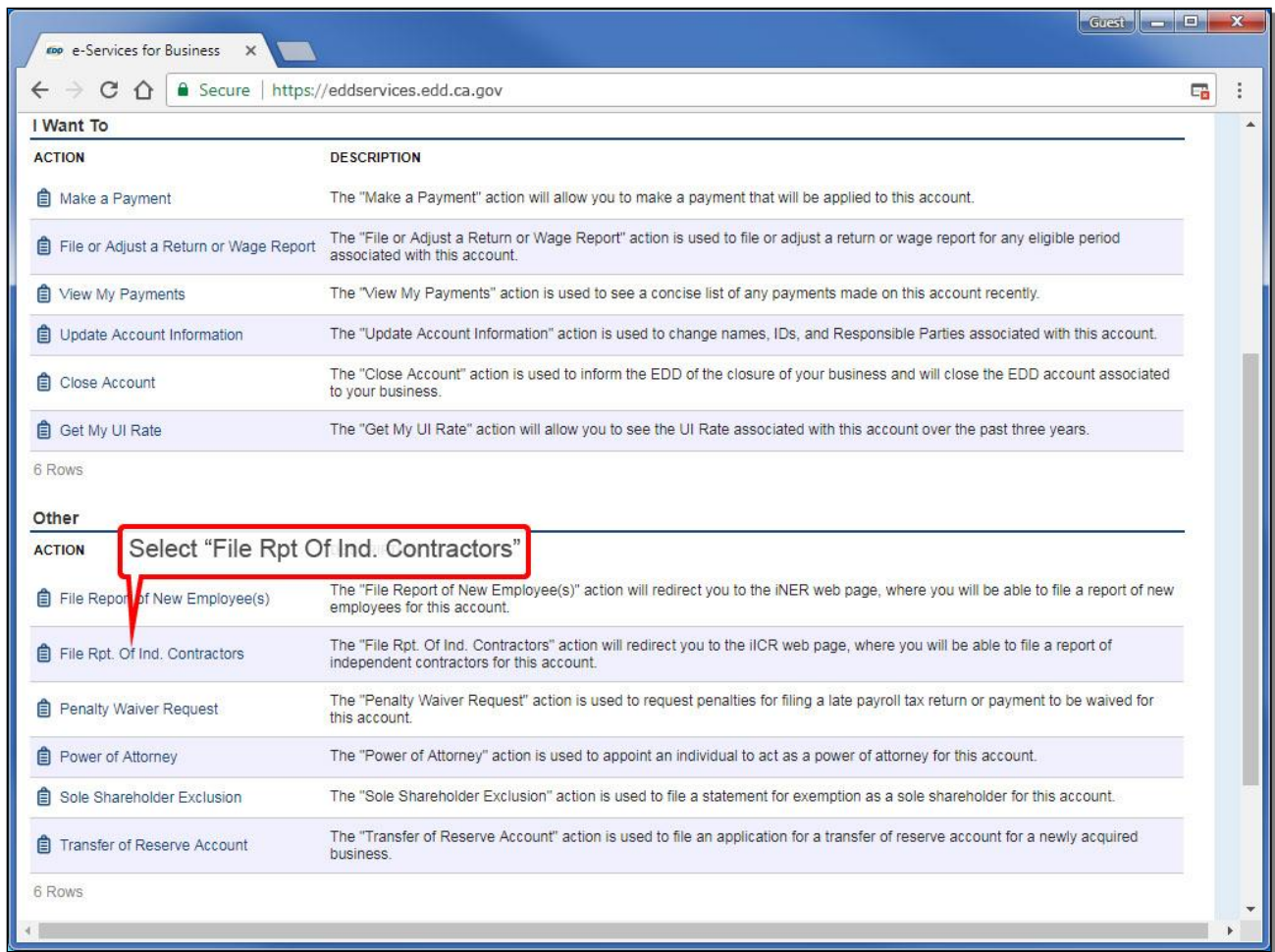
Periods Submissions Correspondence Names and Addresses

**Periods** [Show All](#) [Filter](#)

Period	Balance	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	
31-Dec-2017	\$100.00	Multiple Returns	Make Payment

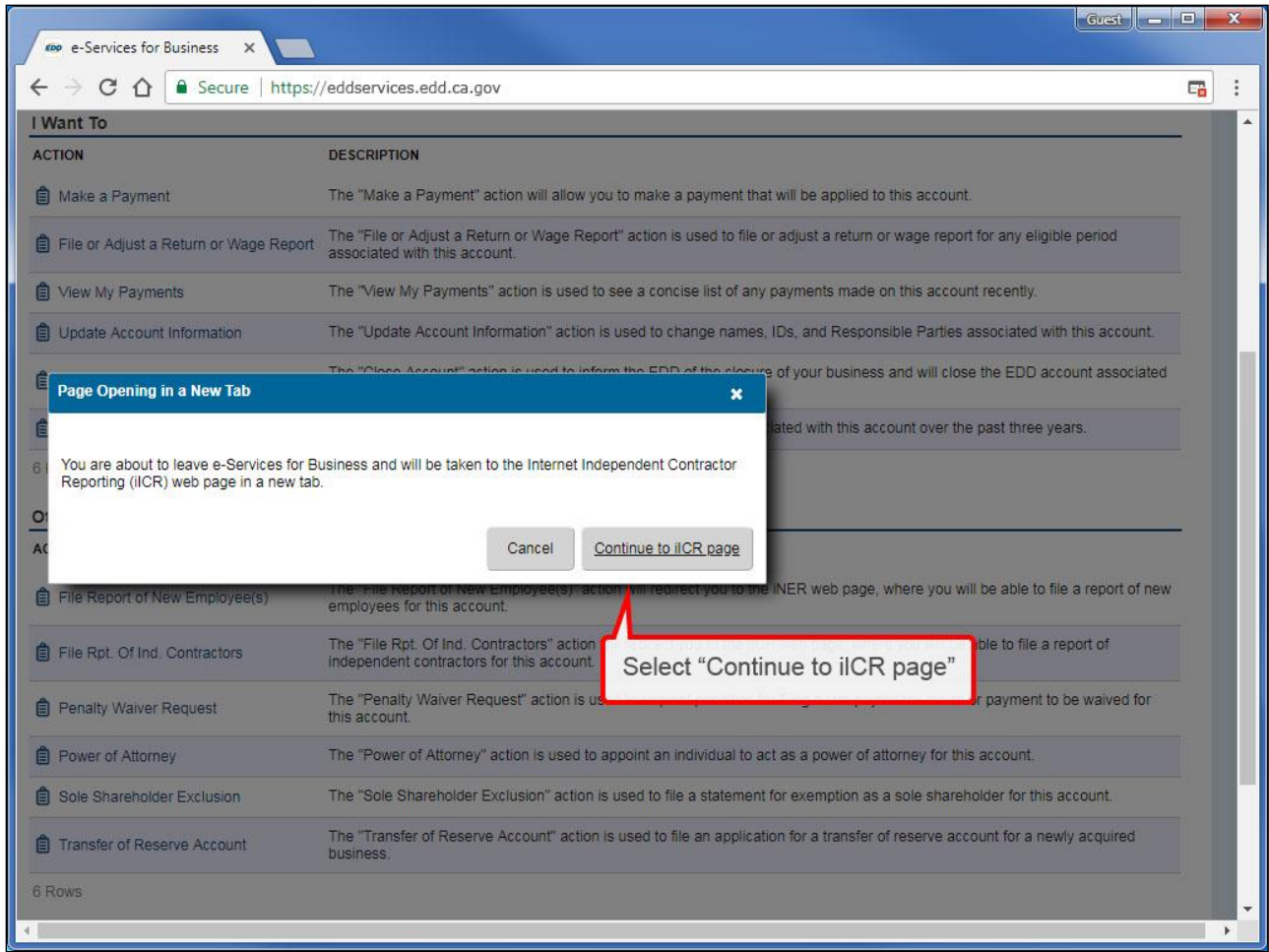
## Slide notes

Select the "Show All" link next to the "I Want To" menu.



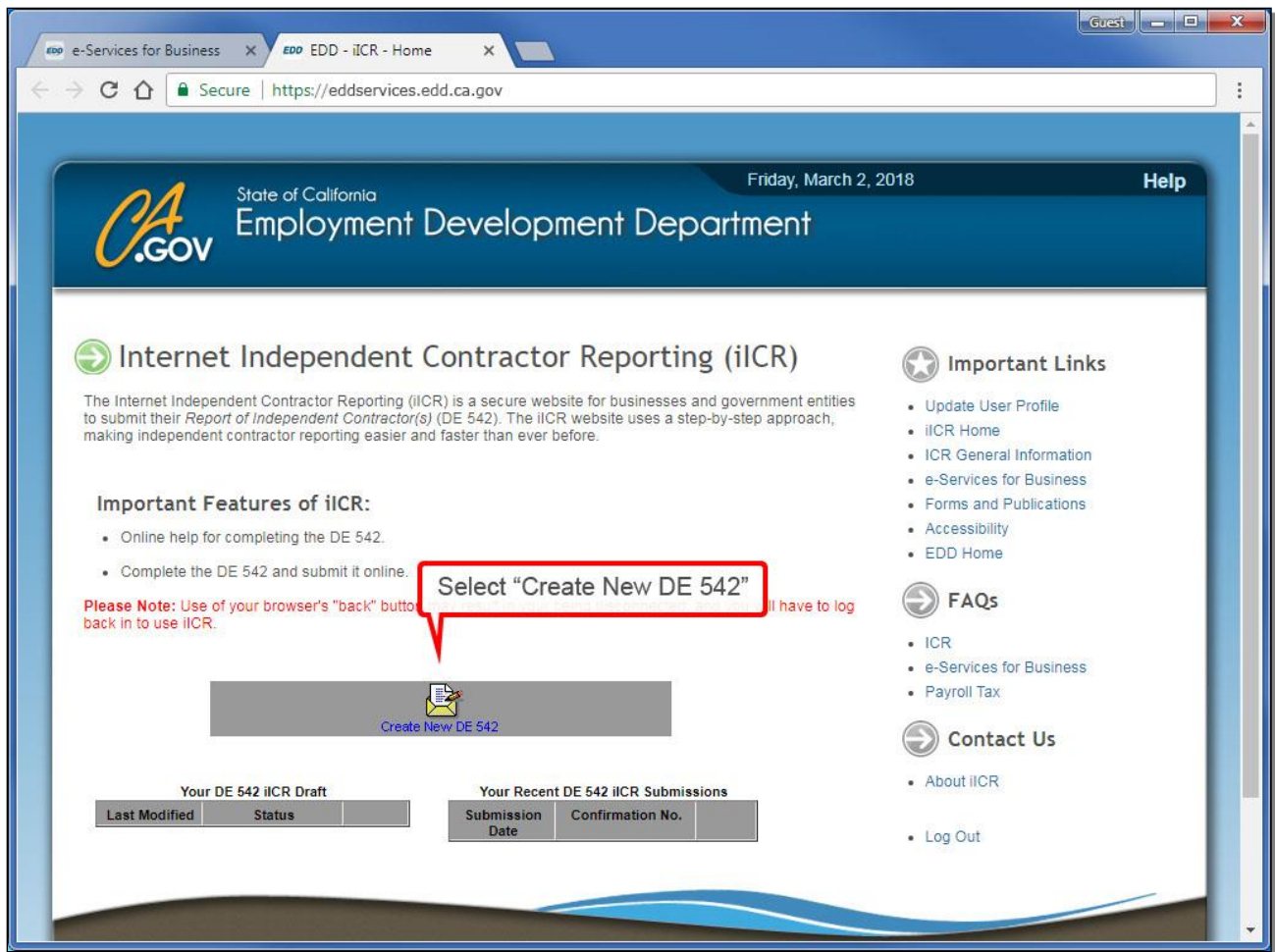
## Slide notes

Select the "File Report of Independent Contractors" link. This opens a new tab.



## Slide notes

This box is here to inform you that you are leaving e-Services for Business. Select "Continue to iICR page" to continue.



## Slide notes

Select "Create New DE 542."



EDD e-Services for Business x EDD EDD - ICR - Create SR x

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Employment Development Department

### Service-Recipient Information

**Registered EDD Employers:**  
If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the ICR system and will not update your address of record on the EDD's employer accounting system. Please see [Name, Address, and Ownership Changes](#) for information on updating your name and/or address.

Enter service-recipient (business or government entity) information below.

Date	Federal ID No.	CA Employer Account No.	Social Security No.
03/02/2018	XXXXXXXXXX	07355100	XXXXXXXXXX
Service-Recipient/Business Name		Contact Person	
BUSINESS 2		JOHN Q PUBLIC	
Address		Telephone No.	
456 ANY ST		555 - 555 -	
		5555	
City	State	ZIP	
SACRAMENTO	CA	95814 -	
		0000	

**SAVE** **NEXT** Select "Next" Log Out

Back to Top | Contact EDD | Conditions of Use | Privacy Policy | Equal Opportunity Notice

### Important Links

- Update User Profile
- ICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

### FAQs

- ICR
- e-Services for Business
- Payroll Tax

### Contact Us

- About ICR

## Slide notes

Enter service-recipient information here. When completed, select "Next."

EDD e-Services for Business x EDD EDD - ICR - Create ICs x

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## Independent Contractor Information

Enter independent contractor information below.

**Independent Contractor# 1**

First Name	MI	Last Name	Social Security No.
JANE		DOE	456789654

Street Address	City	State
456 ANY ST	SACRAMENTO	CA

ZIP	
95814	-0000

Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
03/02/2018	50000.00		<input checked="" type="checkbox"/>

**Independent Contractor# 2**

First Name	MI	Last Name	Social Security No.

Street Address	City	State
		CA

ZIP	

Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
			<input type="checkbox"/>

### Important Links

- Update User Profile
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- ICR General Information
- e-Services for Business
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- About iICR
- Log Out

### Slide notes

Enter the independent contractor information on this page. When completed, scroll down to the bottom of the page.



EDD e-Services for Business x EDD EDD - iICR - Create ICs x

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ZIP

Start Date of Contract (mm/dd/yyyy) Amount of Contract (nnnnnnnn.nn) Contract Expiration Date (mm/dd/yyyy) Check Here if Ongoing Contract

Independent Contractor# 5

First Name MI Last Name Social Security No.

Street Address City State

ZIP

Start Date of Contract (mm/dd/yyyy) Amount of Contract (nnnnnnnn.nn) Contract Expiration Date (mm/dd/yyyy) Check Here if Ongoing Contract

Independent Contractor# 6

First Name MI Last Name Social Security No.

Street Address City State

ZIP

Start Date of Contract (mm/dd/yyyy) Amount of Contract (nnnnnnnn.nn) Contract Expiration Date (mm/dd/yyyy) Check Here if Ongoing Contract

SAVE ADD NEXT

Select "Next"

### Slide notes

At the bottom of the page, select "Next."

EDD e-Services for Business x EDD EDD - ICR - Review/Draft x

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## Review the DE 542 Information

Edit and submit the DE 542 information below.

Your DE 542 has been saved as a draft.

<b>Form Date</b> 03/02/2018	<b>Federal ID No.</b> XX-XXXXXXX	<b>Employer Account No.</b> XXX-XXXX-X	<b>SSN</b> XXX-XX-XXXX	
<b>Service-Recipient Name</b> BUSINESS 2				
<b>Address</b> 456 ANY ST SACRAMENTO, CA 95814 - 0000				
<b>Contact Person</b> JOHN Q PUBLIC	<b>Telephone</b>		555-555-5555	

<b>Independent Contractor # 1</b>			
<b>Name</b> JANE DOE	<b>SSN</b> XXX-XX-XXXX		
<b>Address</b> 456 ANY ST SACRAMENTO, CA 95814- 0000			
<b>Contract Start</b> 03/02/2018	<b>Amt. of Contract</b> \$50,000.00	<b>Contract End</b>	<b>Ongoing Contract</b> Yes
<a href="#">Edit</a> <a href="#">Delete</a>			

**SAVE** **ADD** **SUBMIT** Select "Submit" [Log Out](#)

**Important Links**

- Update User Profile
- ICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

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- Payroll Tax

**Contact Us**

- About ICR

### Slide notes

The information you entered is now saved. If the information is correct, select "Submit" to send this request.

**Submission Successful**

Thank you for using ICR to submit your DE 542. Please make note of your confirmation number: icr00000000000000.

Do not mail or fax this report to the EDD.

**Confirmation Number:** icr00000000000000. **Submission Date:** 03/02/2018

Form Date	Federal ID No.	Employer Account No.	SSN
03/02/2018	XX-XXXXXX	XXX-XXXX-X	XXX-XX-XXXX

**Service-Recipient Name:** BUSINESS 2  
**Address:** 456 ANY ST  
 SACRAMENTO, CA 95814 - 0000

**Contact Person:** JOHN Q PUBLIC **Telephone:** 555 - 555 - 5555

#	SSN	Independent Contractor Name and Address	Start of Contract	Amount of Contract	Contract Expiration Date	Ongoing Contract
1	XXX-XX-XXXX	JANE DOE 456 ANY ST SACRAMENTO, CA 95814 - 0000	03/02/2018	\$50,000.00		Yes

**Important Links**

- Update User Profile
- ICR Home
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- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- ICR
- e-Services for Business
- Payroll Tax

**Contact Us**

- About ICR
- Log Out

## Slide notes

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to go back to the e-Services for Business home page.

The screenshot shows the 'e-Services for Business' website. The top navigation bar includes links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The user is logged in as 'John Q Public' and is viewing the 'Accounts' section. A red box highlights the 'Employment Tax' link in the 'Accounts' table, with a red arrow pointing to it. The table lists two 'Employment Tax' accounts, both with a balance of \$100.00.

Account	Balance
Employment Tax	\$100.00
Employment Tax	\$100.00

## Slide notes

To report newly hired employees, select the "Employment Tax" link to go to the account for which you want to file a *Report of New Employee(s)* (DE 34).

e-Services for Business x

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Guest

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Welcome, John Q Public Settings Log Out

Main > Account: XXX-XXXX-X

Account Last Updated: 02-Mar-2018 11:32:21

**Account** **Account Alerts** **I Want To** [Show All](#)

JOHN Q PUBLIC  
XXXX-XXXXXX  
Employment Tax  
XXX-XXXX-X  
Balance : \$100.00

Pay outstanding balance: \$100.00

Make a Payment  
File or Adjust a Return or Wage Report  
View My Payments  
Update Account Information  
Close Account  
Get My UI Rate

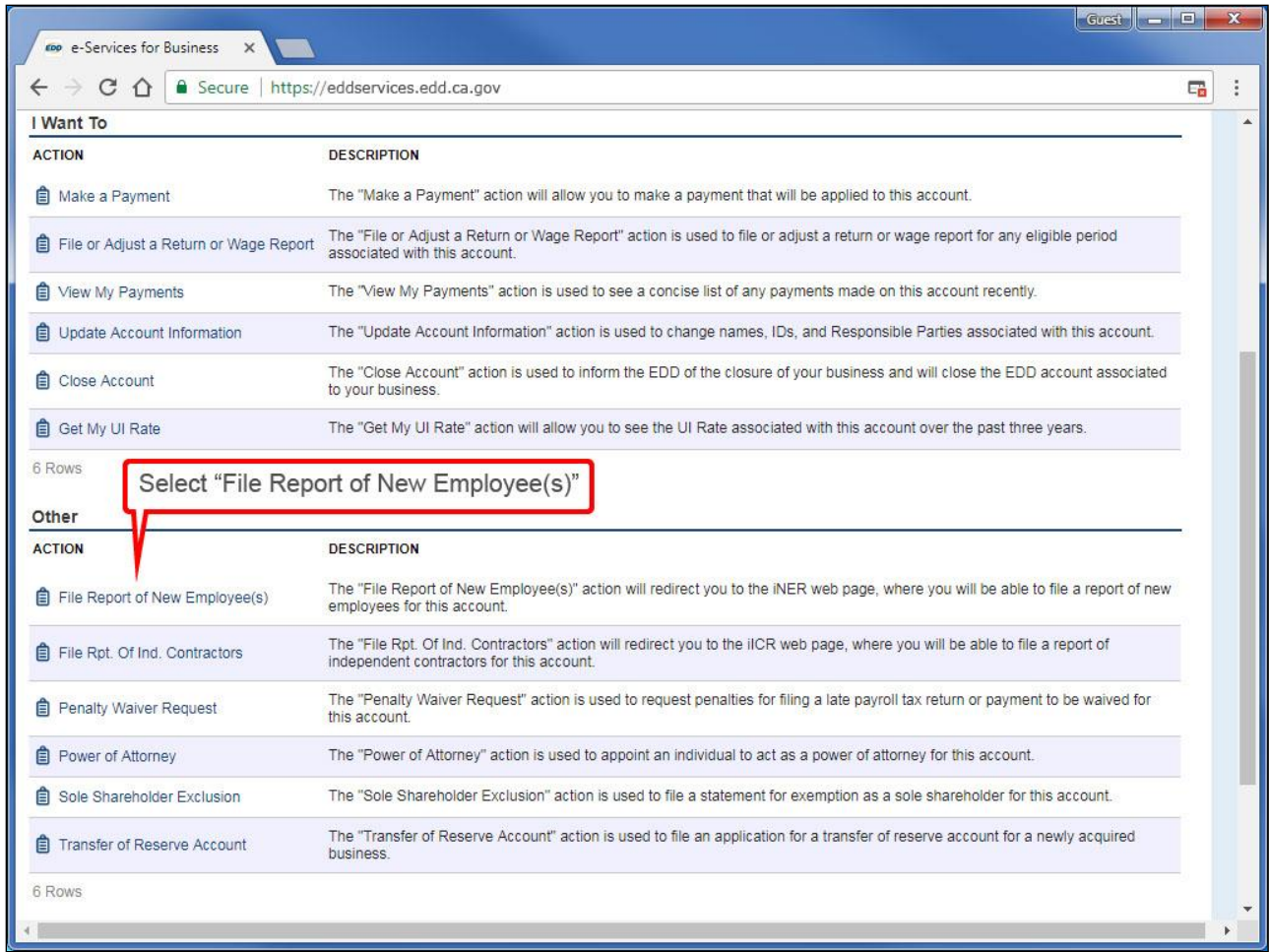
Periods Submissions Correspondence Names and Addresses

**Periods** [Show All](#) [Filter](#)

Period	Balance	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	
31-Dec-2017	\$100.00	Multiple Returns	Make Payment

## Slide notes

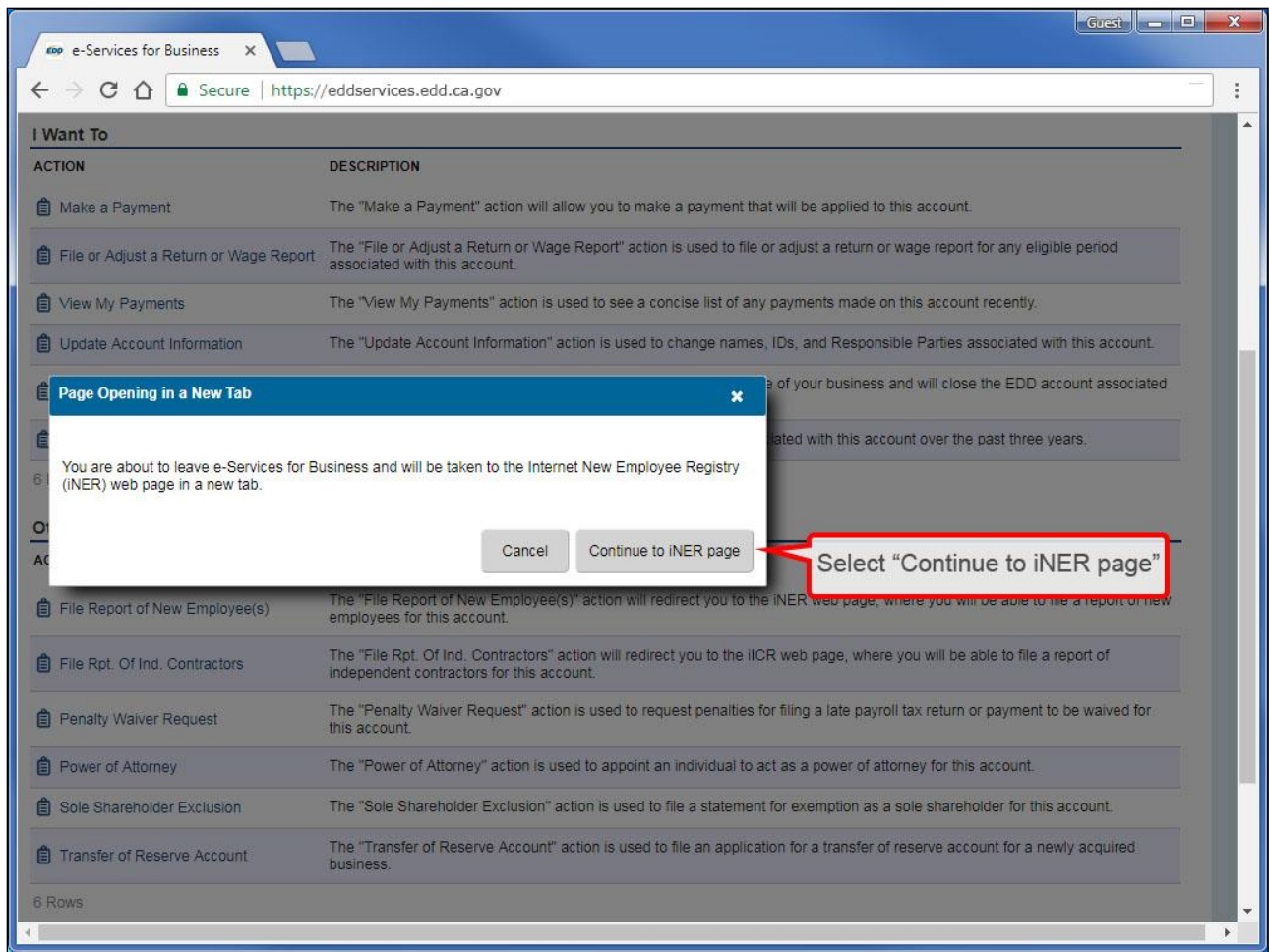
Select the "Show All" link next to the "I Want To" menu.



## Slide notes

Select the "File Report of New Employee(s)" link. This opens a new tab.





## Slide notes

This box is here to inform you that you are leaving e-Services for Business. Select "Continue to iNER page" to continue.

EDD e-Services for Business x EDD EDD - iNER - Home x

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## Internet New Employee Registry (iNER)

The Internet New Employee Registry (iNER) is a secure website for employers to submit their *Report of New Employee(s)* (DE 34). The iNER website uses a step-by-step approach, making new hire reporting easier and faster than ever before.

### Important Features of iNER:

- Online help for completing the DE 34.
- Complete the DE 34 and submit it online.

**Please Note:** Use of your browser's "back" button will log you out of iNER. To return to iNER, you will have to log back in to use iNER.

**Select "Create New DE 34"**

Create New DE 34

### Important Links

- Update User Profile
- INER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

### FAQs

- NER
- e-Services for Business
- Payroll Tax

### Contact Us

- About INER
- Log Out

#### Your DE 34 iNER Draft

Last Modified	Status

#### Your Recent DE 34 iNER Submissions

Submission Date	Confirmation No.
03/02/2018	ner0000000195202

## Slide notes

Select "Create New DE 34."

EDD e-Services for Business x EDD EDD - iNER - Create Emp x

Secure | https://eddservices.edd.ca.gov

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### Employer Information

**NOTE:** If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the iNER system and will not update your address of record on the EDD's employer accounting system. Please see [Name, Address, and Ownership Changes](#) for information on updating your name and/or address.

Enter your employer information below.

Date 03/02/2018	CA Employer Account No. xxxxxxxx	Branch Code <input type="text"/>	Federal ID No. xxxxxxxxxx
Business Name BUSINESS 2	Contact Person JOHN DOE		
Street 456 ANY ST	Telephone No. 555 - 555 - 5555		
City SACRAMENTO	State CA	ZIP 95814 - 0000	

**SAVE** **NEXT** Select "Next"

#### Important Links

- Update User Profile
- INER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
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#### FAQs

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- Payroll Tax

#### Contact Us

- About iNER
- Log Out

### Slide notes

Enter your employer information on this page. When completed, select "Next."

EDD e-Services for Business X EDD EDD - iNER - Create Emp X

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### New Employee Information

Enter new employee information below.

**Employee #1**

First Name	MI	Last Name	Social Security No.
JANE		DOE	XXXXXXXX
Street Address		City	State
456 ANY ST		SACRAMENTO	CA
ZIP	Start-of-Work Date (mm/dd/yyyy)		
95814 - 0000	03/02/2018		

**Employee #2**

First Name	MI	Last Name	Social Security No.
Street Address		City	State
			CA
ZIP	Start-of-Work Date (mm/dd/yyyy)		

**Employee #3**

First Name	MI	Last Name	Social Security No.

**Important Links**

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- NER
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iNER
- Log Out

### Slide notes

Enter new employee information on this page. When completed, scroll down to the bottom of the page.

EDD e-Services for Business X EDD EDD - iNER - Create Emp X

Secure | https://eddservices.edd.ca.gov

ZIP Start-of-work Date (mm/dd/yyyy)

Employee #5

First Name MI Last Name Social Security No.

Street Address City State CA

ZIP Start-of-Work Date (mm/dd/yyyy)

Employee #6

First Name MI Last Name Social Security No.

Street Address City State CA

ZIP Start-of-Work Date (mm/dd/yyyy)

**SAVE** **ADD** **NEXT** Select "Next"

[Back to Top](#) | [Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#)

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## Slide notes

At the bottom of the page, select "Next."

EDD e-Services for Business x EDD EDD - iNER - Review/Dra x

Secure | https://eddservices.edd.ca.gov

CA.GOV State of California Employment Development Department Friday, March 2, 2018 Help

### Review the DE 34 Information

Edit and submit the DE 34 information you have entered below.

Your DE 34 has been saved as a draft.

Form Date	Federal ID No.	Employer Account No.	Branch Code	
03/02/2018	XX-XXXXXX	XXX-XXXX-X		
Business Name	BUSINESS 2			
Address	456 ANY ST SACRAMENTO , CA 95814 -0000			
Contact Person		Telephone	555 - 555 - 5555	
Employee # 1				
Name	JANE DOE	SSN	XXX-XX-XXXX	
Address	456 ANY ST SACRAMENTO , CA 95814 -0000			
Start-of-Work Date	03/02/2018			Edit Delete

**SAVE** **ADD** **SUBMIT** Select "Submit"

#### Important Links

- Update User Profile
- INER Home
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- e-Services for Business
- Forms and Publications
- Accessibility
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#### FAQs

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- Payroll Tax

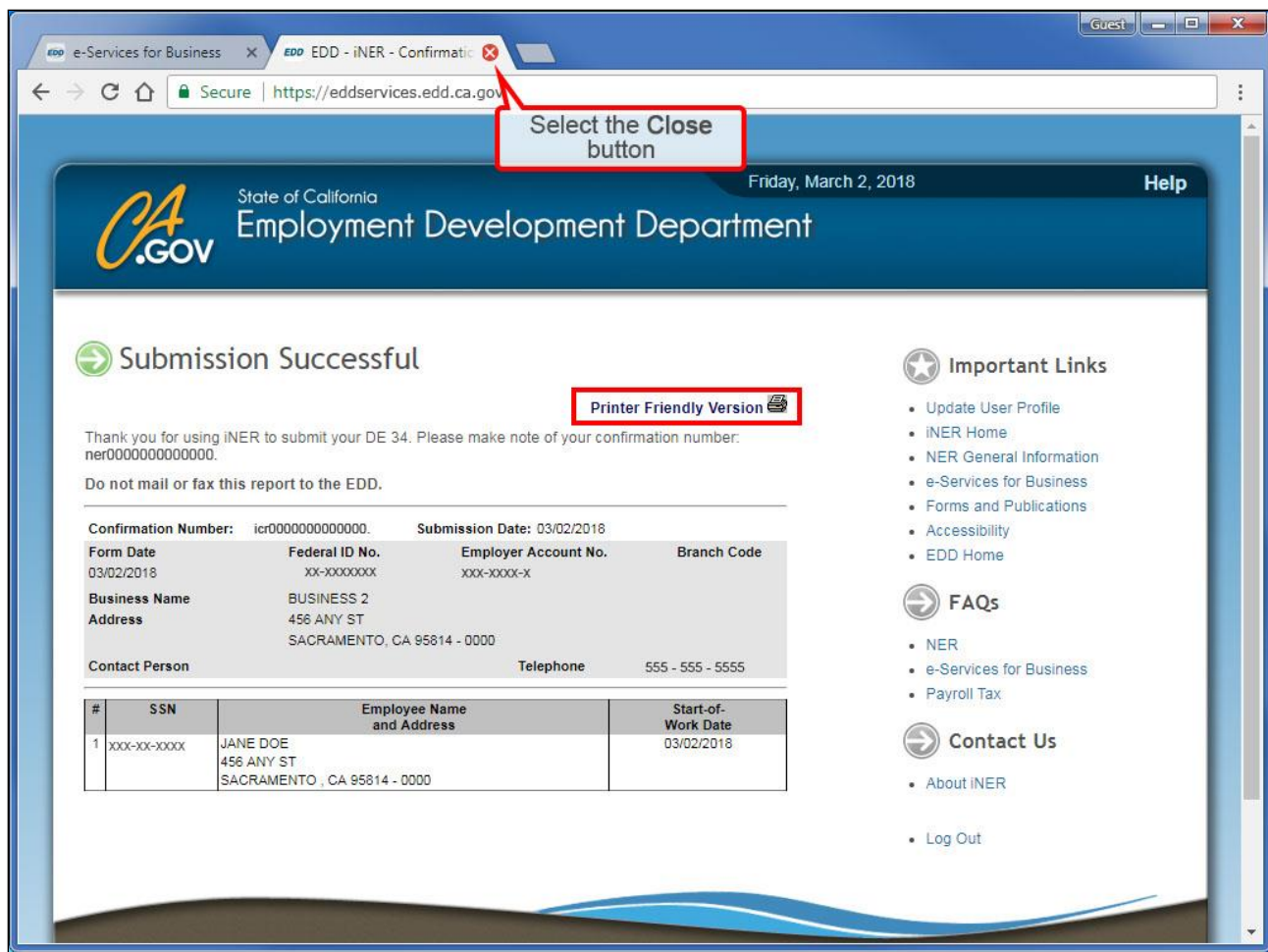
#### Contact Us

- About INER
- Log Out

### Slide notes

The information you entered is now saved. If the information is correct, select "Submit" to send this request.





## Slide notes

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to go back to the e-Services for Business home page.

Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file a *Report of Independent Contractor(s)* (DE 542) and a *Report of New Employee(s)* (DE 34).

Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.